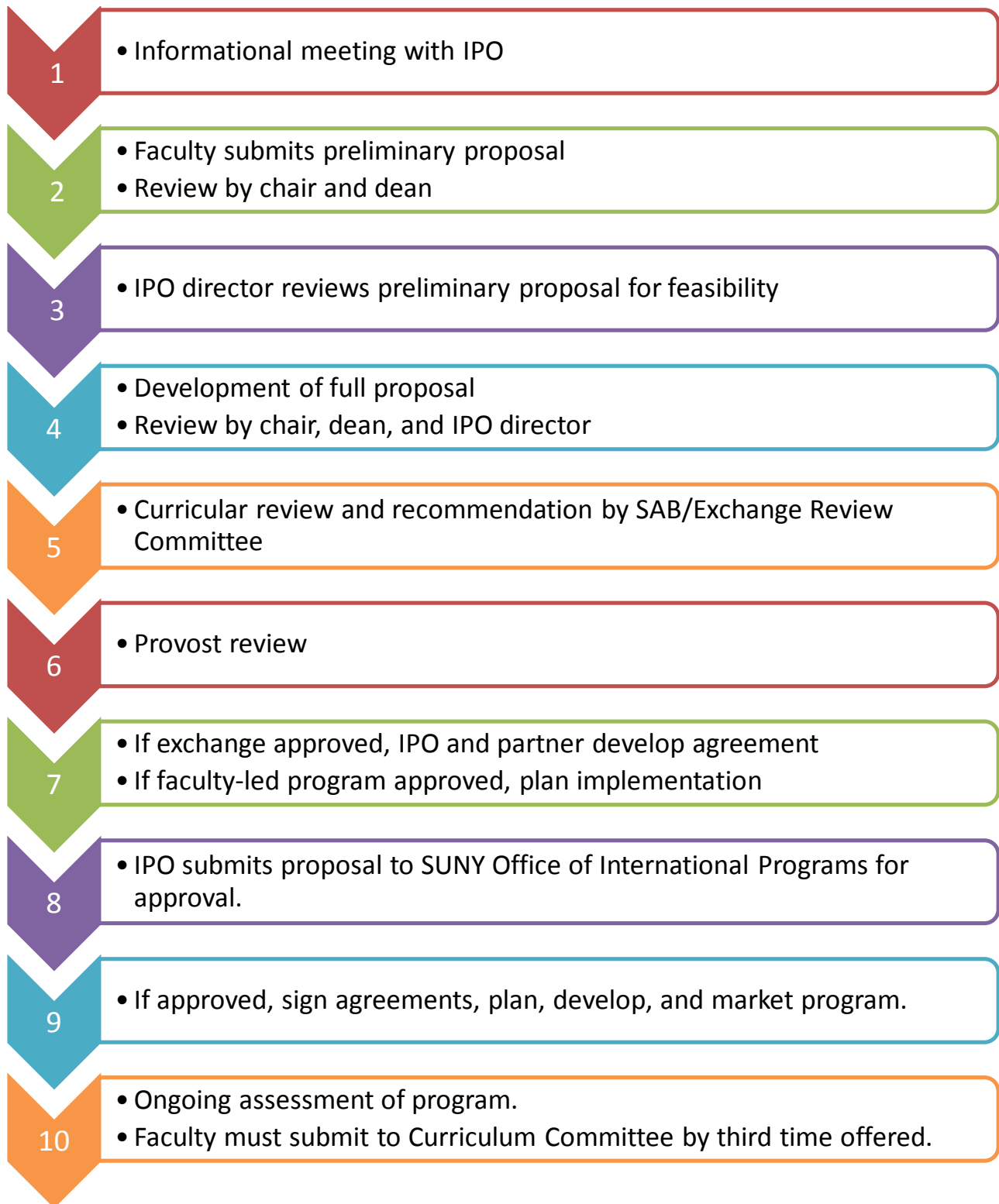


New Study Abroad/Exchange Program Proposal Process



International Program Proposal Process

1. Informational Meeting with IPO: Faculty proposing course, exchange, or on-campus program meets with IPO director to discuss proposal process, required information and approvals, and respective roles of faculty leader and IPO.
2. Statement of Interest and Chair/Dean Approval: Faculty member compiles the Statement of Interest form and discusses with chair and dean, obtaining required chair and dean signatures indicating general support of the concept.
3. IPO Program Review and Approval: Director of IPO reviews Statement of Interest, considering the following:
 - a. Market analysis: student interest/demand
 - b. Facilities and services available to students
 - c. Safety of location and access to medical facilities, U.S. embassy services, etc.
 - d. Availability of campus resources to support the program
 - e. Priority geographic locations, fields of study, types of experiences (traditional coursework, internships, service learning, etc.)
 - f. Cost to students
4. Development of Full Proposal: Faculty develops full proposal, in consultation with IPO. Final approval of chair and dean required.
5. Curricular Review: Study Abroad and Exchange Review Committee reviews proposal, with particular focus on the academic quality of the proposed course, considering the following:
 - a. Definition of desired learning outcomes for students, faculty, staff, and the campus as a whole.
 - b. Academic foundation: What is the quality of the academic experience? What are the instructor's qualifications to lead the course? Does the course(s) meet campus standards for academic rigor?
 - c. What is the quality of the cultural experience? Is it unique to Cortland and to the SUNY system? Do students have the opportunity for cultural immersion?
 - d. Sustainability/Curricular Integration/Student Demand: What is the connection to existing academic programs? Are there particular majors or minors from which to draw? What are the enrollment projections?
 - e. Priority geographic locations, fields of study, types of experiences (traditional coursework, internships, service learning, etc.)
 - f. How does the program promote campus priorities? Is the delivery and format of the program consistent with our academic goals?

Assessment tools may include student evaluations, site visit reports, feedback from Clark Council members and other faculty and staff, participant transcript evaluations, or other tools established by the committee and Clark Council.

Review committee then makes a recommendation to the Provost.

5. Provost makes final decision.
6. If provost approves request, IPO works with partner institution and faculty initiator to develop agreement, if applicable, and seek final approval from provost, president, and SUNY system. Programs are initially approved for one year and then will be reviewed by the committee for renewal for three years.
7. IPO works with faculty to promote program. For faculty-led and embedded courses, faculty member arranges logistics, with some IPO support. IPO manages student application process, insurance, billing, registration, student evaluation, site visits
8. IPO collects assessment data (student participation, student survey, review of transcripts, site visits, etc.). Faculty initiator presents proposal for three-year renewal. Committee reviews and makes recommendation to provost on continuation/renewal of program/agreement.

Note: Proposed faculty-led and embedded courses must also go through the standard Curriculum Committee review process before offering the course more than three times. If the faculty leader proposes that the course satisfy a GE requirement, then it must also go through the GE Committee.